

Supplier Orientation: Part 2

“Accessing Procurement Systems and Tools”



Department of Administrative Services
Improving efficiency, compliance and workforce performance

A photograph of the Georgia State Capitol building at night, illuminated with warm lights. The building's dome is prominent, and the surrounding area is dark with some trees visible in the foreground. A blue diagonal line runs across the bottom of the image.

State Purchasing Division

Welcome!



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Agenda

- State Purchasing Overview
- Georgia Procurement Manual
- Order of Precedence
- Competitive Bidding Requirements
- Team Georgia Marketplace
- eSource
- Statewide Contact Index
- Agency Procurement Officers List
- Supplier Training
- Support and Assistance
- Questions and Answers



State Purchasing Division



Ensuring reliable sources of goods and services at the lowest possible cost while promoting fair and open competition and small business opportunity to maximize government efficiency and compliance.

State Purchasing is responsible for the purchase of more than \$4.5 billion of goods and services each year for state entities, colleges and universities. The division:

- Sets the procurement rules and regulations
- Manages procurement systems and platforms
- Issues and regulates statewide contracts
- Promotes equal access and competition among suppliers

For more information, visit our website:
www.doas.ga.gov

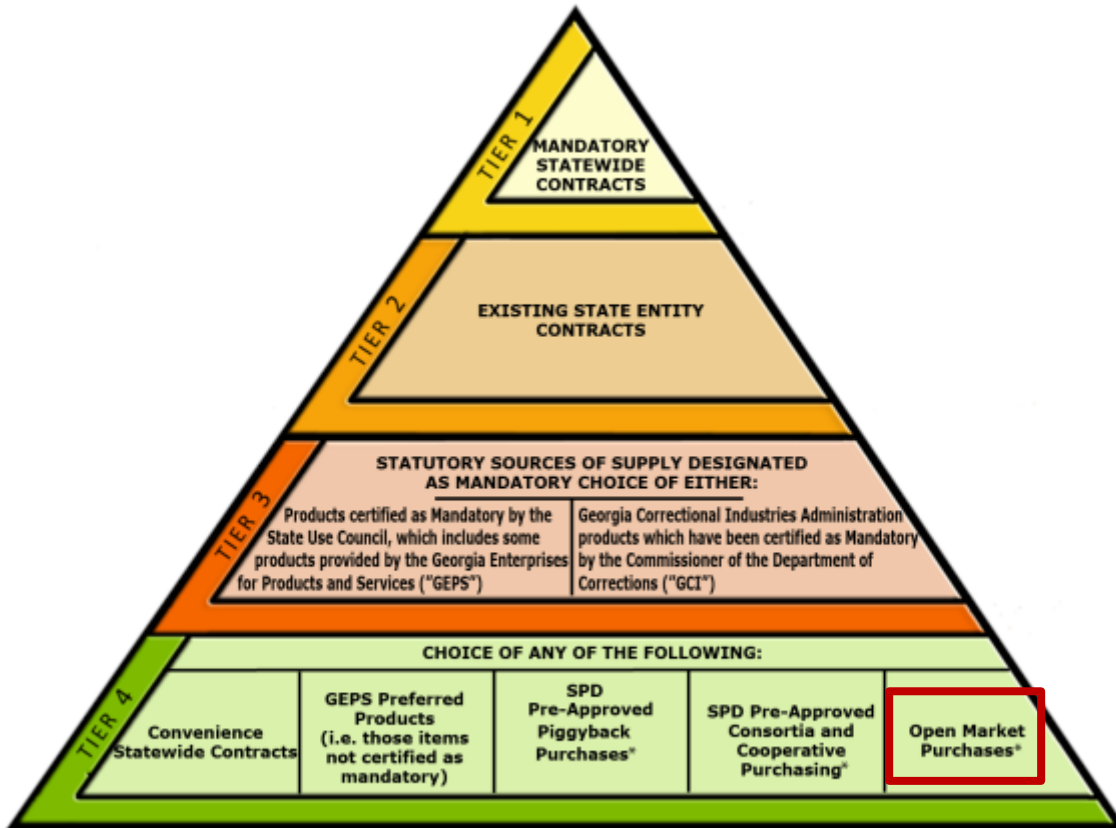
Georgia Procurement Manual



The GPM is available online and in print format from our website. You can access both formats at any time.

Order of Precedence

Order of Precedence



- Any employee requesting the purchase of a service and/or product must first check the Order of Precedence for purchasing
- Only after checking first 3 tiers, can we procure from the Open Market

Competitive Bidding Requirements



< \$25,000 No bidding required

≥ \$25,000 Requires a bidding process

- Bids are posted on the Georgia Procurement Registry
- Sourcing methods include RFQ, RFP, RFI, RFQC
 - RFI and RFQC do not end in award
- Sourcing tools include Team Georgia Marketplace™ and eSource

Team Georgia Marketplace™



**First step in Doing
Business with the
State of Georgia!**

Desktop and Laptop Computers

TeamWorks Financials 9.2

(PeopleTools v. 8.55.20)

- Chrome 35, 43, 58, 69
- Microsoft Edge 39, 52
- Internet Explorer 11
- Firefox 38, 42, 52, 53, 60, 62
- Mac Users: Safari 8, 9

Mobile Browsers

TeamWorks Financials 9.2

(PeopleTools v. 8.55.20)

- Chrome for Android 5, 6, 7, 8
- Safari for iOS 8, 9

Team Georgia Marketplace™

The screenshot shows the homepage of the Georgia Department of Administrative Services (DOAS). The header includes the Georgia logo, the DOAS name and mission, a '2016 STATE PROCUREMENT RANKINGS' badge, and navigation links for 'Learn About DOAS', 'Our Community', and 'Need Help'. The main content area features a large banner with the text 'WELCOME. WHAT ARE YOU LOOKING FOR?' and a search bar. Below the banner are four colored boxes: 'New Careers Website', 'State contacts on the go', 'Supplier Services' (highlighted with a red box), and 'Georgia Procurement Conference 2017'. The 'Supplier Services' box contains the text 'Do business with the state'. Below these boxes is a 'BUSINESS SERVICES' section with three columns: 'RISK MANAGEMENT', 'STATE PURCHASING' (highlighted with a red box), and 'FLEET MANAGEMENT'. The 'STATE PURCHASING' column lists 'Georgia Procurement Conference 2017', 'Statewide Contracts', 'Suppliers' (highlighted with a red box), 'Law, Administrative Rules and Policies', 'Order of Precedence', and 'View All'. A blue callout bubble points from the 'Suppliers' link to the text 'Select Suppliers under State Purchasing'.

Georgia Department of Administrative Services
Improving efficiency, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS

Learn About DOAS | Our Community | Need Help | Search

WELCOME. WHAT ARE YOU LOOKING FOR?

Filter-by... SEARCH

New Careers Website
New and improved ATS

State contacts on the go
Download Team Georgia Directory mobile app!

Supplier Services
Do business with the state

Georgia Procurement Conference 2017

BUSINESS SERVICES

RISK MANAGEMENT

STATE PURCHASING
Georgia Procurement Conference 2017
Statewide Contracts
Suppliers
Law, Administrative Rules and Policies
Order of Precedence
View All

FLEET MANAGEMENT

Select Suppliers under **State Purchasing**

Team Georgia Marketplace™

SUPPLIERS

There are two types of companies when registering to do business with the State:

- Sourcing Bidders are companies that register as never having received business from any state of Georgia entity
- Suppliers are companies that have previously received a remittance, purchase order or contract award from the state of Georgia

Many people vary on their use of the words bidders, vendors, and suppliers. The term "bidders" refers to any company bidding on a certain item or product. But the distinction of the terms "suppliers" and "bidders" is only important during registration in Team Georgia Marketplace™.

Below, please find a host of resources for Suppliers and Bidders looking to secure and maintain a business relationship with the State of Georgia.

CONTACT

Supplier Relations

Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



AREAS OF FOCUS

GETTING STARTED AS
A SUPPLIER

BIDS AND
CONTRACTS


TRAINING FOR
SUPPLIERS

MINORITY BUSINESS
ENTERPRISE
CERTIFICATION


SUPPLIER FAQs

Click to see Bid Opportunities

Team Georgia Marketplace™




Department of Administrative Services
Improving efficiency, compliance and workforce performance



**GOVERNOR'S
2018 STATE
PROCUREMENT
RANKINGS**
State of Georgia
4th Year

[Learn About DOAS](#) ▾

[Our Community](#)

[Need Help](#) | 

UNDERSTANDING BIDS AND CONTRACTS

Team Georgia Marketplace is the center for e-business matching Georgia government buyers with sellers. The electronic procurement system is designed to improve practices, capacity, information tracking and procurement technology for government buyers or [Login to Team Georgia Marketplace to do business with the state.](#)

Bid Opportunities

Contract opportunities are posted by state and local government buyers via the [Georgia Procurement Registry \(GPR\)](#), a free web-based advertising system. Suppliers should check the GPR for potential bid opportunities from Team Georgia Marketplace and eSource.

Statewide Contracts

By leveraging the state's purchasing power, State Purchasing establishes competitive statewide contracts for a variety of products, services, and equipment. State and local governments can benefit from the convenience and competitive pricing of these pre-established contracts. Statewide contracts include commonly used commodities such as office furniture, motor vehicles, temporary staffing, building supplies, and many other commodities and services. These contracts are classified as mandatory or convenience. For more information on statewide contracts, visit the [Statewide Contract Index](#). The login information is as follows: User name: **tgmquest**. Password: **tgmquest**.


Agency/College and University Procurement Officer List

An alphabetical list of agency names, mailing addresses, telephone numbers, and e-mail addresses for [Agency, College and University Procurement Officers](#). This APO / CUPO listing can be used as a resource for companies wishing to secure no-bid purchases.




Understanding Bids and Contracts

Phone
404-657-6000

procurementhelp@doas.ga.gov

 Agents are available.

[View All Division Contacts](#)


  


RELEVANT LINKS


Team Georgia Marketplace	➤
Georgia Procurement Registry	➤
ESource	➤
Agency Procurement Officers (APOs)	➤

Click to register in
Team Georgia
Marketplace™

Team Georgia Marketplace™

▼ My Homepage


News and Announcements



Sign In


Important Notice

This is a State of Georgia application. It is provided to conduct official State business and must be used appropriately. All individuals using this application must follow the appropriate use policy and procedures defined by their individual Agencies or as defined by Georgia Technology Authority's appropriate use policy. All information in the system belongs to the State of Georgia and may be read or monitored by authorized persons.

By logging into this application, you agree to abide by all established Enterprise, State and Federal policies governing the appropriate use of State of Georgia resources.

User Registration

[View Registration Options.](#)

Bidding Opportunities

02 Opportunities

Click on User
Registration
to Register

Team Georgia Marketplace™

[← My Homepage](#)

User Registration

Registration Unknown



[Unsure of How to Register?](#)

Bidder Registration



Select this option if you have never done business with State Of Georgia and register here to be able to bid on events.

[More...](#)

[Register now](#)

Add New User



Add New User For Existing Supplier Account and to be able to see purchasing details.

[More...](#)

[Register now](#)

Team Georgia Marketplace™

Bidder Registration

×

Help

Welcome

Identifying Information

Addresses

Contacts

Submit

Exit

 |

◀ Previous

Next ▶

Welcome - Step 1 of 5

Select an activity below: ?

☒ Start a new registration form

What type of entity do you represent?

☒ Business

☐ Individual

Select either
Business or
Individual

Exit

 |

◀ Previous

Next ▶

* Required field

Team Georgia Marketplace™

- The NIGP Commodity Services Code was developed by the National Institute of Governmental Purchasing to bring efficiency to automated purchasing
- The NIGP Codes provide an excellent coding structure for standardizing purchasing
- Identify which products and/or services you wish to sell to the state

Bidder Registration

Welcome Identifying Information Submit

Identifying Information - Step 2 of 5

*Tax Identification Number (TIN) or Social Security Number
*There is no limit to the number of NIGP commodity codes

Unique ID & Company Profile ?

Tax Identification Number
* Entity Name
http://URL

Profile Questions ?

* Can your company be classified as a MINORITY OWNED BUSINESS by the following definition?

Standard Industry Codes - NIGP ?

Standard Industry Code	Description
Add NIGP Codes	

Additional Reporting Elements ?

Gross Annual Receipts Please check all that apply:

Look Up List

Question ID 2

List Line Number =

List Item begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100 First 1-6 of 6 Last

List Line Number	List Item
1	NAA - American Indian or Alaska Native - Greater than 51%
2	ASA - Asian - Greater than 51%
3	AFA - Black or African American - Greater than 51%
4	PAI - Native Hawaiian or Other Pacific Islander - Above 51%
5	HIA - Hispanic or Latino - Greater than 51%
6	Not Applicable

Select Minority Classification

Team Georgia Marketplace™

Prime Questions

* Can your company MINORITY OWNED following definition?

Standard Industry

Standard Industry Code

Add

Additional Reporting

Veteran

Sm Disabled

* A small business have fewer than 100 employees

** Georgia Registered in Georgia for regularly making business is

Comments ?

Bidder Search

Help

Search NIGP Codes

This screen is used to find and select the NIGP commodities codes that you can provide to the State of Georgia. You may search by NIGP Code and/or Description. The Description search is recommended.

In the NIGP codes field, type in a partial or whole NIGP commodity code number and click the Search button. All codes containing that number will be displayed.

In the Description field, type in a partial or whole keyword and click on the Search button. All codes and descriptions containing that keyword will be displayed.

After the results are displayed, click the select option for the NIGP commodity code(s) that best describes the goods or services of your company. Click the OK button to return and continue.

Search Criteria

NIGP Code: Description: Plumbing Search

SIC Codes - NIGP

Find | 1-16 of 16 | First 1-16 of 16 Last

Select	SIC Code	Description
<input checked="" type="checkbox"/>	57031	Lead: Bulk, Granulated, Strips, etc., Not Plumbing or Paint
<input checked="" type="checkbox"/>	57070	Steel, Galvanized: Bars, Pipes, Not Plumbing, Plates, Rods, Sheets, Strips, etc.
<input checked="" type="checkbox"/>	65802	Brass, Plumbing Tubular Goods
<input type="checkbox"/>	67054	Brass, Plumbing Tubular Goods (Inactive, please see commodity code 658-02 effective January 1, 2016)
<input type="checkbox"/>	67055	Plumbing Fixtures and Parts
<input type="checkbox"/>	67056	Plumbing Trim: Faucets, Fittings, etc.
<input type="checkbox"/>	67057	Plumbing Equipment, Accessories and Supplies (Not Otherwise Classified)

Team Georgia Marketplace™

Bidder Registration

Addresses - Step 3 of 5

[Exit](#)[< Previous](#)[Next >](#)

Please provide a Primary Address for your company. If your company has multiple site locations, the Primary Address would be the main headquarters.

Primary Address ?

* Country  United States

Address 1

Address 2

Address 3

City

County Postal

State 

Email ID

Other Addresses ?

Check boxes below to indicate addresses that are different from your Primary Address above:

- ☐ **Bill To Address**
Address for remitting payment
- ☐ **Ship To Customer**
Address for shipping goods/service
- ☐ **Invoice Address**
Address from which you send invoice

[Exit](#)[< Previous](#)[Next >](#)

Team Georgia Marketplace™

Bidder Registration



Help

Welcome

Identifying Information

Addresses

Contacts

Submit

Contacts - Step 4 of 5

Click "Add Contact" to create your and

Examples of a description include Job

Company Contacts ?

You have not added any contact

Add Contact

Contacts

Click "Add C

Examples of

Compan

You have

Add

* Required

Add Contacts



Help

Contact Information ?

* First Name ☐ Primary Contact

* Last Name

Title

* Email ID

* Telephone Ext

Fax Number

Contact Type

User Profile Information ?

* Requested User ID

(User's account login name. Entered value must be at least 5 characters and be in all caps.)

Password

(The password is case sensitive, it must be at least 8 characters long and contain at least one number and one special character. (Example - Password1!))

Confirm Password

Language Code

Time Zone

Currency Code

OK

Cancel

Team Georgia Marketplace™

Bidder Registration

[Help](#)

Welcome

Identifying Information

Addresses

Contacts

Submit

Exit

◀ Previous

Next ▶

Submit - Step 5 of 5

Make sure you read the Terms and Conditions fully before continuing.
Click the "Review" button to review the registration information.

Click the "Submit" button to submit your registration after reviewing and accepting following Terms of Agreement .

Terms and Conditions ?

Make sure you read terms of agreement fully before submitting your registration.

☐ Click to accept the Terms of Agreement below.

[Terms of Agreement](#)

Review

Submit

Exit

◀ Previous

Next ▶

**Please review your
information to ensure that it
is correct prior to selecting
the Submit Button.**

Team Georgia Marketplace™

Team Georgia Marketplace Demonstration

Georgia Procurement Registry

Georgia Department of Administrative Services
Improving efficiency, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS

Learn About DOAS ▾ Our Community Need Help | 🔍

WELCOME. WHAT ARE YOU LOOKING FOR?

Filter-by... ▾

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Supplier Services
Do business with the state

Georgia Procurement Conference 2017

BUSINESS SERVICES

RISK MANAGEMENT

STATE PURCHASING
Georgia Procurement Conference 2017
Statewide Contracts
Suppliers
Law, Administrative Rules and Policies
Order of Precedence
View All

FLEET MANAGEMENT

- Suppliers may view open and awarded solicitations by accessing the Georgia Procurement Registry
- Respond electronically in Team Georgia Marketplace™ or eSource

Select Suppliers
under **State
Purchasing**

Georgia Procurement Registry

SUPPLIERS

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404-657-6000

Email
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[View All Division Contacts](#)



Click to see Bid Opportunities

AREAS OF FOCUS

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BIDS AND
CONTRACTS

TRAINING FOR
SUPPLIERS

MINORITY BUSINESS
ENTERPRISE
CERTIFICATION

SUPPLIER FAQs

Georgia Procurement Registry

Home > State Purchasing > Suppliers > Bids and Contracts

UNDERSTANDING BIDS AND CONTRACTS

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Click to see Bid Opportunities

CONTACT

Understanding Bids and Contracts Procurement Help Desk

Phone
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Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



RELEVANT LINKS

[Team Georgia Marketplace](#) >

[Georgia Procurement Registry](#) >

[ESource](#) >

[Agency Procurement Officers \(APOs\)](#) >

Georgia Procurement Registry



GEORGIA PROCUREMENT REGISTRY



- Quick Links
- Bidding Event Search
- Supplier Search
- NIGP Search
- Team Georgia Marketplace
- Bidder and Supplier Portal
- GPR Buyer Login
- References

Announcements

Welcome to New Georgia Procurement Registry

Welcome to the Georgia Procurement Registry new look and feel. The information you have access to has not changed. You now have improved user friendly screens, mobile access and more options to view data. Look for more information on the DOAS.GA.GOV website, under news and events.

Georgia Small Business Symposium

Find bidding opportunities offered by the State of Georgia. To submit a bid or proposal, you must be registered as a supplier or bidder. To register, [click here](#). To search for a bidding event, use a keyword or any combination of criteria. Events will be displayed in the search results.

Event Search Criteria

Type of Response

All

Search Keyword

Enter Event ID

Event Status

OPEN

Government Type

All

Government Entity

All

Advanced Search

Event Process Type

All

Event Date Range

--- Select ---

Reset

Search

Check the
GPR for bids!

Georgia Procurement Registry

Georgia Procurement Registry Demonstration

eSource is a procurement sourcing and solicitation tool that enables purchasing agents of the state to electronically solicit bid opportunities.



GEORGIA PROCUREMENT REGISTRY



- Quick Links
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Find bidding opportunities offered by the State of Georgia. To submit a bid or proposal, you must be registered as a bidder or bidder. To search for a bidding event, use a keyword or any combination of criteria. Events will be displayed in the search results.

Event Search Criteria

Type of Response

Electronic Responses

Search Keyword

Enter Event ID or Title

Government Type

All

Government Entity

All

Advanced Search

Event Process Type

All

Event Date Range

--- Select ---

MM/DD/YYYY

MM/DD/YYYY

Reset

Search

Used by
Colleges/
Universities



bidnotice.donotreply@doas.ga.gov

○ Bailey, Julian

eSource Announcement to Suppliers, Ref: ES-RFQ-52100-364

eSource Announcement to Suppliers

Julian Bailey

julian.bailey@doas.ga.gov

Default Bidder Team Georgia Marketplace

ALBANY STATE UNIVERSITY, a Georgia government entity, has posted a solicitation which is available for your company's response. Your firm was selected based on NIGP code(s) listed in your profile.

This solicitation entitled, J Building Boilers, is accessible for on-line viewing and reply. It will close on 02/18/2020 @ 01:00 PM.

To access this solicitation, the following system Invitation-ID and Invitation Code are required.

NOTE: The Invitation-ID and Invitation Code are provided for this solicitation only. They are not related to your user name and password in the registration system. Your Invitation-ID and Invitation Code are required to access the solicitation.

Invitation-ID: julian.bailey@doas.ga.gov

Invitation Code: eqTJI04ZC4

Click on the link below to access the eSource system:

http://ssl.doas.state.ga.us/PRSapp/EQ_vendor_login.jsp?N=5536412

If you have any questions regarding this solicitation, you may email Causey, Joy at joy.causey@asurams.edu.

Thank you for your interest in opportunities with Georgia Government.

[Supplier's Guide to eSource](#)

Responses to this solicitation will not be considered if submitted by Fax, Email, Post or Hand delivery. Only responses submitted via the electronic link provided in this email will be considered.

If your company does not provide this commodity or service, and you do not want to receive further notices about this commodity or service, please revise your NIGP Product Item Code selections on our website at:

Follow the link to the [Team Georgia Marketplace registration system](https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL) (https://fscm.teamworks.georgia.gov/psc/supp/SUPPLIER/ERP/c/NUI_FRAMEWORK.PT_LANDINGPAGE.GBL) 'Login' to maintain your Supplier Information and follow the instruction to update the information.

- In order to bid on an eSource, you must have received an email invitation to bid
- Contains eSource-specific User ID and Password
- Can only be used for that eSource
- Not the same User ID/Password combination as used for Team Georgia Marketplace



State of Georgia eSource System

Welcome to New Georgia Procurement Registry

Welcome to the Georgia Procurement Registry new look and feel. The information you have access to has not changed. You now have improved user friendly screens, mobile access and more options to view data. Look for more information on the DOAS.GA.GOV website, under news and events.

Georgia Small Business Symposium

Supplier Response

eSource Number:	ES-RFQ-52100-364
eSource Title:	J Building Boilers
eSource Close Date/Time:	02/18/2020 01:00 PM EST
Supplier Company Name:	Default Bidder Team Georgia Marketplace
Supplier Contact:	Julian Bailey

Offerors' Conference Information

Conference Attendance	Optional
Conference Date/Time	01/24/2020 @ 10:00 AM

This system will give you the ability to respond online to this eSource. All supplier responses must be submitted prior to the eSource Close Date/Time. (02/18/2020 01:00 PM)

Please enter the Invitation-ID and Invitation Code supplied to you in an email message by The State Purchasing Division for this solicitation.

Invitation-ID:	<input type="text"/>
Invitation Code:	<input type="text"/>

Submit

Enter the Invitation ID
and the Invitation Code
that was emailed to
you.

eSource Summary Information

eSource Number	ES-RFQ-52100-364
Agency Name	52100 ALBANY STATE UNIVERSITY
Solicitation Process	RFQ
Purchase Type	Open Market
Category Type	Services/Special Projects
Contact Name	Causey, Joy
Contact Phone	No Calls
Contact Email	joy.causey@asurams.edu
Fiscal Year	2020
eSource Title	J Building Boilers
eSource Description	Albany State University is seeking a supplier to demo and dispose of our existing boiler located on our West Campus, Bldg. J. The supplier will supply and install two Patterson Kelley boilers, Model SC-1000, and install secondary boiler pump(s) for each boiler. This is a turn-key project as specified in attached documents.
eSource Released Date	01/17/2020 03:48 PM
Closing Date/time	02/18/2020 @ 1:00 PM
NIGP Code Selection:	94125 --- Boiler Maintenance and Repair, Steam, Including Testing Services, (See 941.
Documents	eRFQ Template Contractor Affidavit OCGA 50-5-85 Mandatory Requirements SPD-SP025StateEntityContractorServices (1) SPD-SP042SupplierGeneralInformationWorksheet SPD-SP045TaxComplianceForm SPD-SP054ImmigrationandSecurityForm SPD-SP060ContractingwithGeorgiaDOAS

Offerors' Conference Information

Conference Attendance	Optional
Conference Date/Time	01/24/2020 @ 10:00 AM
Conference Location	Albany State University, West Campus
Conference Street	2400 Gillionville Road
Conference City	Albany
Conference State	GA
Conference Zip Code	31707
Conference Comments	Building J, Lobby

Supplier's Guide to eSource

You will now have access to the bid details and can respond to the bid.

Statewide Contract Index

The screenshot shows the homepage of the Georgia Department of Administrative Services (DOAS). The header includes the DOAS logo, a navigation menu with links to 'Learn About DOAS', 'Our Community', and 'Need Help', and a search icon. Below the header is a large banner with the text 'WELCOME. WHAT ARE YOU LOOKING FOR?' and a search bar. The search bar has a text input field, a 'Filter-by...' dropdown menu, and a 'SEARCH' button. Below the banner are four featured links: 'New Careers Website', 'State contacts on the go', 'Supplier Services', and 'Georgia Procurement Conference 2017'. The 'Supplier Services' link is highlighted with a red border. Below these links is a section titled 'BUSINESS SERVICES' with three main categories: 'RISK MANAGEMENT', 'STATE PURCHASING', and 'FLEET MANAGEMENT'. The 'STATE PURCHASING' category is highlighted with a red border and contains a list of links: 'Georgia Procurement Conference 2017', 'Statewide Contracts', 'Suppliers', 'Law, Administrative Rules and Policies', 'Order of Precedence', and 'View All'. A blue callout bubble points to the 'Suppliers' link in the 'STATE PURCHASING' category.

Georgia Department of Administrative Services
Improving efficiency, compliance and workforce performance

2016 STATE PROCUREMENT RANKINGS

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BUSINESS SERVICES

RISK MANAGEMENT

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FLEET MANAGEMENT

Select Suppliers
under **State
Purchasing**

Statewide Contract Index

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AREAS OF FOCUS

GETTING STARTED AS
A SUPPLIER

BIDS AND
CONTRACTS

TRAINING FOR
SUPPLIERS

MINORITY BUSINESS
ENTERPRISE
CERTIFICATION

SUPPLIER FAQs

Click to see Bid
Opportunities

Statewide Contract Index



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Contract opportunities are posted by state and local government buyers via the [Georgia Procurement Registry \(GPR\)](#), a free web-based advertising system. Suppliers should check the GPR for potential bid opportunities from Team Georgia Marketplace and eSource.

Statewide Contracts

By leveraging the state's purchasing power, State Purchasing establishes competitive statewide contracts for a variety of products, services, and equipment. State and local governments can benefit from the convenience and competitive pricing of these pre-established contracts. Statewide contracts include commonly used commodities such as office furniture, motor vehicles, temporary staffing, building supplies, and many other commodities and services. These contracts are classified as mandatory or convenience. For more information on statewide contracts, visit the [Statewide Contract Index](#). The login information is as follows: User name: **tgmguest**. Password: **tgmguest**.

CONTACT

Understanding Bids and Contracts
Procurement Help Desk

Phone
404-657-6000

Click to login to access the Statewide Contract Index

RELEVANT LINKS

[Team Georgia Marketplace](#)

[Georgia Procurement Registry](#)

[ESource](#)

Statewide Contract Index

Team Georgia Marketplace



State of Georgia

SIGN IN

Welcome To Team Georgia Marketplace!

Existing Users: Please enter your user name and password below (fields are case-sensitive).
New Users: Please [Click Here](#) for access. You will be provided with details on how to access this site.

.....

User Name *

.....

Password *

[Forgot your Password?](#)

Statewide Contract Index

Shopping Dashboard-TGM Guest x

Shopping Dashboard-TGM Guest x

Georgia Procurement Registry x

+

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Team Georgia Marketplace

Contract ▾

Search (Alt+Q) 🔍

0.00 USD 🛒

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Shop ▶ Shopping ▶ Shopping Home ▶ Shopping Dashboard-TGM Guest

Shopping Dashboard-TGM Guest

Advanced Contract Search



Click [here](#) for the Advanced Contract Search & Quick Category Search links

Shop From the Top

🛒

Search

Everything ▾

Product Keywords, Description, Supplier 🔍

Advanced Search

Shortcuts

[Favorites](#) | [Non-Catalog Item](#) | [Quick Order](#)

Browse

[Suppliers](#) | [Categories](#) | [Contracts](#)

System Notifications

No alerts/notifications at this time.

Catalog Discrepancy

[Catalog Discrepancy Form](#)

Covid-19 Updates


CHANGES IN BUSINESS OPERATIONS DUE TO COVID-19 OUTBREAK

State Purchasing Division announces notification of [statewide contract suppliers](#) IMMEDIATE Temporary Closure, under executive order of their respective States.

Home Depot Covid-19 Update

State Purchasing Division announces the statewide contract for [Walk-In Building Supplies \(99999-SPD-G20170531-002\) with Home Depot, USA](#) has reduced store hours in response to Covid-19. The stores are **temporarily adjusting the store hours to close at 6 p.m., beginning Thursday, March 19.** The opening hours will remain unchanged.

SPD Spotlight



"IT Technology Matrix"

The [IT Technology Matrix](#) is a list of the current statewide suppliers and resellers for the active statewide technology contracts as of January 29, 2020.

Georgia Department of Administrative Services

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Agency Procurement Officers List

Available on
DOAS website:
www.doas.ga.gov

 GEORGIA PROCUREMENT REGISTRY 				
CLOSE WINDOW				
Agency Procurement Officers (APO)				
AGENCY	NAME (APO)	EMAIL ADDRESS (APO)	ACTIVE FLAG	
ABRAHAM BALDWIN AGRICULTURAL COLLEGE	ROBBIE HAWSEY	rhawsey@abac.edu	A	
ADMINISTRATIVE SERVICES, DEPARTMENT OF - AGENCY	DESIREE WILLIAMS	desiree.williams@doas.ga.gov	A	
ADMINISTRATIVE SERVICES, DEPARTMENT OF - SWC	MUKESH PATEL	mpatel1@doas.ga.gov	A	
AGRICULTURE, DEPARTMENT OF	LATONYA AMMONS	latonya.ammons@agr.georgia.gov	A	
ALBANY STATE UNIVERSITY	JOY CAUSEY	joy.causey@asurams.edu	A	
ALBANY TECHNICAL COLLEGE	JASON RENFROE	jrenfro@albanytech.edu	D	
ALBANY TECHNICAL COLLEGE	MONICA O'QUINN	moquinn@altamahatech.org	D	
ARMSTRONG STATE UNIVERSITY	DAPHNE BURCH	Daphne.Burch@armstrong.edu	A	
ATHENS TECHNICAL COLLEGE	STERLING DANIEL	sdaniel@athenstech.edu	A	
ATLANTA METROPOLITAN COLLEGE	BRANDIE GRESHAM	bgresham@atim.edu	A	
ATLANTA TECHNICAL COLLEGE	SYLVELL MANSFIELD	smansfield@atlantatech.edu	A	
ATLANTA REGION TRANSIT LINK	N/A	N/A	A	
AUDITS, DEPARTMENT OF	SHANNON KENT	kentsa@audits.ga.gov	A	
AUGUSTA STATE UNIVERSITY	LYNN CARMACK	lcarmack@aug.edu	D	
AUGUSTA TECHNICAL COLLEGE	LAUREN SCOTT	ljackson@augustatech.edu	A	
AUGUSTA UNIVERSITY	GREGORY WOODLIEF	gwoodlief@augusta.edu	A	
BAINBRIDGE COLLEGE	AMY SHEPHARD	ashephard@bainbridge.edu	A	
BANKING AND FINANCE, DEPARTMENT OF	CHRISTOPHER PITTMAN	cpittman@dbf.state.ga.us	A	
BEHAVIORAL HEALTH, DEPARTMENT OF	MATTHEW CARTER	matthew.carter@dbhdd.ga.gov	A	
BRYAN COUNTY BOARD OF COMMISSIONERS	N/A	N/A	A	
CALHOUN-GORDON COUNTY AIRPORT AUTHORITY	N/A	N/A	A	
CENTRAL GEORGIA TECHNICAL COLLEGE	MICHELLE SINIARD	msiniard@centralgatech.edu	A	
CENTRAL STATE HOSPITAL	LAJUAN MORRIS	almorris@chr.state.ga.us	D	
CHATTAHOOCHEE TECHNICAL COLLEGE	MECHELLE BALLEW	mechelle.ballew@chattahoocheetech.edu	A	
CLAYTON STATE UNIVERSITY	MARCIA JONES	marciajones@clayton.edu	A	
COASTAL PINES TECHNICAL COLLEGE	KATHY KOVACH	kkovach@coastalpinetech.edu	A	
COLLEGE OF COASTAL GEORGIA	KAREN MARTIN	kmartin@coga.edu	A	
COLUMBUS STATE UNIVERSITY	MATTHEW SHIVER	shiver_matthew@columbusstate.edu	A	
COLUMBUS TECHNICAL COLLEGE	GYPSI ALEXANDER	galexander@columbusstate.edu	A	
COMMUNITY AFFAIRS, DEPARTMENT OF	SCOTT KUBIE	scott.kubie@dca.ga.gov	A	
COMMUNITY HEALTH, DEPARTMENT OF	ANNETTE BAZHAW	Annette.Bazhaw@doh.ga.gov	A	

Supplier Training

Training includes web-based videos, quick reference guides, webinars, and classroom-based Orientations and Seminars across the State!



SUPPLIER TRAINING

Supplier Orientations

Supplier orientation sessions feature information on how to register your company to be on the state's supplier list and establish your eligibility to receive bid notices. At these sessions, general information will be given about the purchasing process and the various kinds of purchases that are made by government entities.

[Click here to Register](#) for a Supplier Orientation.

Supplier Webinars

During these sessions, companies are shown the steps to respond to bids in Team Georgia Marketplace and eSource. They will learn how to search the Georgia Procurement Registry for open and awarded solicitations, and download and attach required documents. They will also be shown important things to remember as they navigate through the state's procurement process. If information is needed about specific events, Suppliers are encouraged to contact the associated Buyer for said solicitation.

Visit the supplier training [calendar](#) for all scheduled Orientation and Webinar sessions.

Pre-Recorded Training Webinars

Real-time training for suppliers is listed below. Companies can view pre-recorded training webinars or review quick reference guides for assistance with Team Georgia Marketplace and eSource functions.

- [Georgia Procurement Manual \(GPM\) for Suppliers](#)
- [Register as a Sourcing Bidder](#)
- [Maintain Bidder Information](#)
- [Register as a Supplier](#)
- [Maintain Supplier Information](#)
- [Manage Purchase Orders](#)
- [Manage Payment Information](#)
- [Responding to a Request for Proposal in eSource](#)
- [Responding to a Request for Quote in eSource](#)
- [Responding to a Request for Qualified Contractors in eSource](#)

CONTACT

Supplier Training

Procurement Help Desk

Phone
404-657-6000

Email
procurementhelp@doas.ga.gov

[View All Division Contacts](#)



Support & Assistance

- Supplier Services Website –
 - Georgia Procurement Manual
 - Team Georgia Marketplace Training
 - eSource Supplier's Guide
 - eSource Supplier's Training (online)
- Supplier Orientation
- Supplier Webinar
- Supplier Outreach & Communications
 - Julian A. Bailey, julian.bailey@doas.ga.gov
 - Telisha Farrow Jackson, Telisha.Jackson@doas.ga.gov
 - State Purchasing Contact Center Help Desk Email – procurementhelp@doas.ga.gov
- State Purchasing Contact Center Help Desk – 404-657-6000

